



DEPARTMENT OF BUSINESS AND INDUSTRY  
**REAL ESTATE DIVISION**

[www.red.state.nv.us](http://www.red.state.nv.us)

**UNCLASSIFIED JOB ANNOUNCEMENT**  
**Ombudsman for Owners in Common-Interest Communities**

Date Posted: September 30, 2013  
Approximate Annual Salary up to \$70, 894

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants.

**Position Summary:**

This position is responsible for educational and informational program development and oversight of the alternative dispute resolution program of the Office of the Ombudsman for Owners in Common Interest Communities within the Real Estate Division of the Department of Business and Industry. The Ombudsman will also attempt to meet with parties to assist in resolving disputes that are filed with the Office. The Ombudsman speaks on behalf of the Office about the services available to constituents who live in homeowner associations. This unclassified non-exempt position reports to and serves at the pleasure of the Administrator of the Real Estate Division.

**Qualifications:**

Minimum Qualifications:

- Demonstrated mediation training and experience. Mediation is an essential element of the position duties. The temperament of a successful mediator is required, including strong listening skills and good negotiating skills. Mediation training by a recognized entity and successful experience in mediation is required.
- Ability to handle difficult/emotional people in confrontational settings.
- Strong communication skills: ability to write clearly and to speak in an organized and coherent fashion. Experience and ability to speak in front of an audience and to handle questions and interactions from the audience.
- Willingness and ability to travel statewide to conduct resolution conferences and provide educational seminars and participate in Q & A sessions.
- Ability to read and understand legal documents and Nevada Revised Statutes (NRS) Chapters 116, 116A, 116B, and 38 and Nevada Administrative Code (NAC) Chapters 116, 116A, 116B and 38.
- Willingness to adhere to the Real Estate Division's interpretation of relevant law and Advisory Opinions issued by the Division.
- Ability to read and interpret legal documents, such as contracts and governing documents of homeowner associations.
- Experience with public workshops and the process of regulation adoption pursuant to NRS 233B.
- Three or more years of experience supervising staff.
- Knowledge of the concept of homeowner associations and Nevada law concerning common-interest communities and condominium hotels.

Preference will be given to candidates who have the following:

- Successful experience in conducting mediations
- Juris Doctorate degree

- Extent of knowledge of NRS and NAC Chapters 116, 116A, 116B and 38.
- Public speaking experience and competence
- Ability to speak Spanish
- Knowledge of homeowner association issues in Nevada

**Position Details:**

- Appointed by and serves at the pleasure of the Administrator of the Real Estate Division in service to the State.
- Reports to Las Vegas Real Estate Division Office at 2501 East Sahara Avenue.
- Full-time/40 hours per week: 8:00 AM to 5:00 PM, Monday - Friday
- Unclassified Non-Exempt Position (U3913)
- Must agree to work a flexible 40 hour work week schedule to accommodate meetings, trainings and travel.
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- Requires a criminal background check at applicant's expense.
- Is eligible for benefit offerings from the State of Nevada, including health insurance, retirement, and paid time off.
- Must be able to travel to locations throughout Nevada, must have access to personal transportation and must hold a valid Nevada driver's license, or evidence of equivalent mobility, in order to conduct Division business.

**Approximate Annual Salary:**

Up to \$70,894 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

Offer will be based upon experience and qualifications in the "preference" criteria.

\*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

**To Apply:**

***Submit an application package by mail or delivery to:***

Gail Anderson, Administrator  
 Nevada Real Estate Division  
 2501 East Sahara Avenue  
 Las Vegas, NV 89104

Facsimile or e-mail applications not accepted.

The application will consist of:

- Submit a letter of interest which addresses with supporting detail the applicant's fulfillment of the necessary qualifications to perform functions described in the Job Description. Specifically address and describe any "preference given" categories fulfilled.
- A detailed resume which includes employment history with dates, education including degrees and dates, and relevant training and experience.
- Copy of certification or proof of training to perform mediation.
- Names of three professional references with telephone contact information.

Consideration of candidates will begin upon posting and will continue until the position is successfully filled. We would like to thank all applicants, but advise that only those candidates under consideration will be contacted for writing samples and an interview.

***The State of Nevada is an Equal Opportunity Employer.***